

**Purpose**

When the annual programs are approved, they will become the basis for allocating resources to the management units responsible for carrying out the work in the field.

To establish a procedure for the development, review, approval and adjustment of personnel, equipment and material allocations to the region organizations for performance of their approved Maintenance and State force Special Authority workloads. Allocations are made to regions and not to individual station or special crew organizations. Personnel, equipment and material allocations are only for selected classifications and types.

To establish the procedure to be followed, the responsibility to be fulfilled, and deadlines to be met in the preparation and submission of the Annual Highway Maintenance Budget.

To establish the procedure and place responsibility for issuing and controlling Authorities for Expenditure (AFE's) of construction funds in the 1000, 2000, 5000, 6000, 7000, 8000, and 9000 categories.

**Policy**

Annual maintenance work programs will be established for each region. The programs will be based upon application of the quantity and productivity standards for each maintenance activity to each region's maintenance feature inventory such as number of lane miles, acres, shoulder miles, drainage installation, etc.

## **Procedures**

### **Establishing And Adjusting Region Maintenance Personnel, Equipment and Materials Allocations**

**UDOT 06A-2.1**

**Responsibility:** Maintenance Methods Engineer

#### **Actions**

1. Receives by September 1, a copy of each Region Maintenance Budget after approval by the Assistant Director.
2. Evaluates the maintenance programs included in each of the region budgets to develop the required quantities of personnel, equipment and material.
3. Receives approved Special Authority program by January 1.
4. Evaluates the approved Special Authority programs to develop personnel, equipment and material requirements.

**Responsibility:** Engineer for Maintenance

5. Reviews the combined maintenance and Special Authority resource requirements and suggests necessary revisions.

**Responsibility:** Maintenance Methods Engineer

6. Presents developed resource allocations to each Region Director, Region Maintenance Engineer and Supervisor for their review and comment.
7. Makes necessary revisions after review by region management.

**Responsibility:** Engineer for Maintenance  
Maintenance Methods Engineer

8. Makes final review and authorization of the individual Region Maintenance and Special Authority resource allocations.

**Responsibility:** Maintenance Methods Engineer

9. Publishes and distributes copies of authorized resource allocations to:
  - Director
  - Assistant Director
  - Engineer for Maintenance
  - Region Directors
  - Chief, Administrative Services Division
  - Comptroller
  - Maintenance Methods Engineer
  - Region Maintenance Engineers
  - Personnel Manager
  - Equipment Operations Manager

**Responsibility:** Region Director

10. In anticipation of a change in the workload that requires an adjustment of the previously authorized resource allocations, submits a request and justification to the Engineer for Maintenance.

**Responsibility:** Maintenance Methods Engineer

11. Reviews the request and, as necessary, consults with the Maintenance Methods Engineer about its justification.
12. Submits a recommended action to the Engineer for Maintenance.

**Responsibility:** Engineer for Maintenance

13. Reviews recommendation and either authorizes the change in allocation or rejects the request.
14. Notifies the requestor and Maintenance Methods Engineer of decision.

**Responsibility:** Maintenance Methods Engineer

15. If allocations are changed, publishes and distributes revisions to previously listed individuals.

Region MAINTENANCE PERSONNEL AUTHORIZATIONS  
FOR FISCAL YEAR 1, 19\_\_ TO June 30, 19\_\_

Region \_\_\_\_\_

TOTAL MAN YEARS AUTHORIZED \_\_\_\_\_

MINIMUM NUMBER OF PERMANENT PERSONNEL \_\_\_\_\_

The approved Fiscal Year 19\_\_ Maintenance Budget\* requires \_\_\_\_ man years of Station and Special Crew personnel to perform the maintenance workload in accordance with the Performance Standards and Annual Schedule of Maintenance Activity. An analysis of the approved State Force Special Authority projects for your Region for the Fiscal Year 19\_\_ indicates a need for an additional \_\_\_\_ man year personnel allocation.

The attached Workload Distribution Graph depicts the number of personnel by month required to accomplish the maintenance workload, the snowplan requirements, and an authorized minimum number of permanent personnel. It is the responsibility of each Region to determine the type of staffing for the \_\_\_\_ man year difference between the total authorized \_\_\_\_ man years and the minimum \_\_\_\_ man years of permanent personnel. In light of each Region's particular workload configuration, snow removal requirements and employment market, consideration should be given to such alternative staffing arrangements as permanent employees, seasonal hires and planned overtime to meet the difference between the total authorized man years and the minimum man years of permanent personnel.

Authorized by: \_\_\_\_\_ Date \_\_\_\_\_  
Engineer for Maintenance

\*Not including Region Overhead, Lighting Contract and Traffic Signals.

Region MAINTENANCE EQUIPMENT\* AUTHORIZATIONS

Region \_\_\_\_\_

July 1, 19 \_\_ to June 30, 19\_\_

An analysis of the maintenance workload of the snow removal plans indicates the following equipment code and class requirements:

<u>Codes &amp; Class</u> _____	<u>Description</u>	<u>Number Authorization</u>
0101	Truck, GVW 9,001 to 15,000	_____
0102	Truck, GVW 15,001 to 25,000	_____
0103	Truck, GVW 25,001 to 35,000	_____
0104	Truck, GVW 35,001 to 45,000	_____
0105	Truck, GVW 45,001 and up	_____
0301	Snow Plows, 12 Foot Straight Blade	_____
0302	Snow Plows, "V" Type for Grader	_____
0303	Rotary Snow-Go Assembly	_____
0401	Farm Type Tractor, Bare	_____
0402	Farm Type Tractor, w/bucket and/or Mower	_____
0403	Farm Type Tractor, w/bucket and Backhoe	_____
0501	Power Graders	_____
0902	Loader, up to 1 ½ Yard	_____
0903	Loader, 2 Yard	_____
0904	Loader, Track Type	_____
1001	Oil Distributor, 100 to 600 Gallons	_____
1002	Oil Distributor, under 1999 Gallons	_____
1003	Oil Distributor, 2000 Gallons or more	_____

\*Includes selected types of equipment only.

# Maintenance Programs

Effective: March 10, 1967

UDOT 06A-2

Revised: April 10, 1997

<u>Code</u> & <u>Class</u>	<u>Description</u>	<u>Number</u> <u>Authorized</u>
1301 or 1303	Spreader, 5.5 Cubic Yards	_____
1302 or 1304	Spreader, 7.5 Cubic Yards	_____
1501	Compressor, Up to 165 CFM	_____
1502	Compressor, 166 to 300 CFM	_____
1503	Compressor, Over 300 CFM	_____
1702	Bituminous Mixer, 3/4 Cubic Yard	_____
1802	Steel Wheel Roller, Up to 3 Ton	_____
1803	Steel Wheel Roller, 3 to 6 Ton	_____
1804	Steel Wheel Roller, Over 6 Ton	_____
1805	Pneumatic Tire Roller	_____
1901	Pickups	_____
2101	Sweeper, Pull Type	_____
2102	Sweeper, Self-Propelled	_____
3204	Windrow Sizer	_____
3801	Rotary Mower, Trail Type to 7 Foot	_____
3802	Rotary Mower, Trail Type over 7 Foot	_____

The above list is the target complement of equipment for your Region. It is realized that a certain time period will be required to realign your present equipment fleet to conform with the above. Therefore, future equipment requests should be submitted with the goal to achieve the above complement as soon as economically feasible.

Authorized by Engineer for Maintenance \_\_\_\_\_ Date \_\_\_\_\_

(This is not a complete list)

Region Materials\* Authorizations

Region \_\_\_\_\_

July 1, 19\_\_ to June 30, 19\_\_

The approval Fiscal Year 19\_\_ Maintenance Budget and an analysis of the approved State Force Special Authority projects for your Region for Fiscal Year 19\_\_ provide funds for the MAXIMUM quantities of the materials listed below. It may not be necessary to use all of the amounts listed below to perform the maintenance workload in accordance with the Performance Standards.

<u>Material Type</u>	<u>Maintenance Amount</u>	<u>Special Authority &amp; Betterment Amount</u>	<u>Total</u>
Cover Material	_____	_____	_____ Cu. Yds
Gravel for Cold Mix	_____	_____	_____ Cu. Yds
Gravel, All Other	_____	_____	_____ Cu. Yds
Bituminous Mix, Cold	_____	_____	_____ Cu. Yds
Bituminous Mix, Hot	_____	_____	_____ Cu. Yds
Liquid Asphalt, For Seal	_____	_____	_____ Gal.
Liquid Asphalt For Cold Mix	_____	_____	_____ Gal.
Liquid Asphalt, All Other	_____	_____	_____ Gal.

It is the responsibility of each Region to determine the specific kinds of material to be used within each of the above listed general material types. Consideration should be given to geographical areas, local availability of materials and the Performance Standards.

Authorized by Engineer for Maintenance \_\_\_\_\_ Date \_\_\_\_\_

\*Includes Selected materials only.

**Establishing And Adjusting Region Maintenance Personnel, Equipment  
And Materials Allocations** **UDOT 06A-2.2**

**Responsibility:** Maintenance Methods Engineer

**Actions**

1. Reviews the maintenance planning values (maintenance feature inventory values, maintenance quantity and productivity values, unit costs, and standard cost distributions) on the Annual Maintenance Budget Submission Manual.
2. Notifies the Comptroller by June 15 of any planning value revisions that need to be made.

**Responsibility:** Comptroller

3. Makes necessary revisions to the Budget Submission Form and to the Annual Maintenance Budget Submission Manual prior to budget call.
4. Issues budget call and sends the revision Form and Manual revisions to the Region Director by July 1.

**Responsibility:** Region Director

5. Completes the Budget Submission Form in accordance with the Annual Maintenance Budget Submission Manual.
6. Submits budget on the Budget Submission Form to the Maintenance Methods Engineer by July 15.

**Responsibility:** Maintenance Methods Engineer

7. Reviews Region budgets and make recommendations to the Engineer for Maintenance by August 10.

**Responsibility:** Engineer For Maintenance

8. Attaches requirements for capital outlay and contract services to Regions' maintenance budget package.
9. Reviews Regions' budget and makes recommendations to the Assistant Director by August 20.



**Responsibility:** Assistant Director

10. Approves or adjusts total maintenance budget including capital outlay and contractual services.

**Responsibility:** Engineer for Maintenance

11. Submits approved maintenance budget to comptroller by August 28.

**Responsibility:** Comptroller

12. Compiles maintenance budget with the total Department of Transportation budget for submission to the Transportation Commission and Finance Department by September 10.

**Initiating, Approving, Monitoring and Terminating Authorities For  
Expenditures and Purchase of Lands and Construction of Department  
Facilities**

**UDOT 06A-2.3**

Note: When "Office" is shown under responsibility in this procedure the Chief Administrator for the following offices is the approving authority for AFE's in the respective authority categories for projects which have been approved by the Transportation Commission.

<u>Authority Number Category</u>	<u>Office</u>
1000	Maintenance
2000	Aeronautics
5000	Planning & Programming
6000	Planning & Programming
7000	Planning & Programming
8000	Maintenance
9000	Safety

The Chief Administrator for the respective office will sign all AFE's including revisions or terminations. The signature of the Director or the Assistant Director is also required for increase in projects up to 25% or for new projects up to \$40,000 which have not been approved by the Transportation Commission (See Policy 07-10, Programming Highway Construction Projects). Each Chief Administrator will monitor the respective categories to insure that total expenditures in that category do not exceed the budgetary limitations established for each fiscal period.

**GENERAL PROCEDURE**

**Responsibility:** Office

**Actions**

1. Receives and reviews requests for projects. Obtains Commission approval (see Note of Page 1 and Procedure 07-10, Programming Highway Construction Projects). Assigns authority numbers. Prepares AFE and submits it to Comptroller.

**Responsibility:** Comptroller

2. Approves and distributes AFE. Maintains a record of all expenditures made against each authority. Publishes a current monthly report of approved amounts and expenditures to date for each authority.

**Responsibility:** Office

3. Analyzes each monthly report and notes those projects which are critical (Projects where expenditures are within approximately two months of overrunning the approved amounts). Reviews work progress with Region or division that has primary responsibility for accomplishing the project. Initiates action terminating the project or prepares recommendations for increasing AFE. Obtains approval for increases (See Note on Page 1). Submits project termination notice or approved revised AFE to Comptroller for appropriate action.

**Responsibility:** Comptroller

4. Distributes Notice of Termination or revised AFE. Prepares final accounting and retires project records in accordance with existing laws and agreements.

## **1000 Authority Procedure**

## **UDOT 06A-2.4**

1000 Authorities are reserved for land purchases (other than for public right-of-way and/or construction), reconstruction, remodeling or other improvements to buildings, utilizing 100% State funds, which meet the following criteria:

Land Purchase: The purchase of land for construction of buildings, parking lots, etc., other than public right-of-way.

Building: New construction, remodeling, enlarging or any modifications which add to the value of buildings, but excluding routine maintenance of buildings and grounds.

### **Long Range Program**

**Responsibility:** Region Director or Division Head

#### **Actions**

1. Determines the need for additional land, building and/or modification of existing buildings.
2. Prepares long range (5 years) program of needs and estimates of costs.
3. Determines methods of accomplishment (I.E., State forces, contract, etc.).
4. Submits program to the Engineer for Maintenance.

**Responsibility:** Engineer for Maintenance

5. Reviews requests for land and/or building projects.

**Responsibility:** Maintenance Methods Engineer

6. Prepares long range cash forecast.

**Responsibility:** Engineer for Maintenance

7. Submits long range cash forecast to Assistant Director and Budget Officer.

**Annual Program**

**UDOT 06A-2.5**

**Responsibility:** Region Director or Division Head

**Actions**

1. Submits annual program of needs (by priority) before August 10 for the coming year, recommending method of accomplishment (i.e., State forces, contract, etc.) to the Engineer for Maintenance.

**Responsibility:** Engineer for Maintenance

2. Reviews program with the Assistant Director.
3. Submits recommended program to Budget Officer.

**Responsibility:** Budget Officer

4. Incorporates into Transportation Commission Budget and submits approved budget to Engineer for Maintenance.

**Responsibility:** Maintenance Methods Engineer

5. Assigns AFE number; prepares request for AFE.

**Responsibility:** Engineer for Maintenance

6. Signs AFE and submits it to Comptroller. Where the new or revised AFE has not been approved by the Commission, but the amounts are within the limit which may be approved by the Director or assistant Director, the AFE shall be signed by the Engineer for Maintenance and the Assistant Director or the Director.

**Responsibility:** Comptroller

7. Authorizes and distributes AFE according to approved distribution list.

**Responsibility:** Engineer for Maintenance

8. Authorizes Region/Division to proceed on State force action.

9. Writes to State Building Board asking if public hearings are necessary under the Governor's Executive Order of July 1971 for work that is to be performed by contract.

**Responsibility:** State Building Board

10. Advises Engineer for Maintenance of public hearings required, if any, or that an opportunity for a public hearing be afforded.

**Responsibility:** Engineer for Maintenance

11. Notifies Region Director or Division Head of public hearing requirements.

**Responsibility:** Region Director or Division Head

12. Coordinates public hearing for location with the Chief Location Engineer and the Community Relations Division.

**Responsibility:** Transportation Commission

13. Conducts hearings and decides on final location and plan.

**Responsibility:** Region Director or Division Head

14. After approval by the commission, sends detailed topography map to Engineer for Maintenance showing recommended location of proposal building and finished floor elevation.

The plan should also show the following:

- (a) Location and ownership of all existing utilities including location of lines to connect to existing utilities.
- (b) Type of heat (such as natural gas, liquid petroleum, fuel oil, electric heat, etc.).
- (c) Electrical power (determine if power is available from a commercial source and establish if it is single phase or three phase. If commercial source is not available, indicate the rated capacity of a generator required to supply power.
- (d) Water (whether commercial or municipal source is available or well must be drilled.)

- (e) Sewer (if a municipal line is available, indicate the elevation of the point where connection will be made. If no existing sewer is available for connection, show septic tank and drain field requirements including percolation test results).

**Responsibility:** Right-of-Way Division

- 15. Certifies that Department of Transportation has a use permit, fee title, lease or other conveyance for land usage.

**Responsibility:** Engineer for Maintenance

- 16. Notifies Comptroller to transfer funds for specific building to the Building Board and the Department of Finance.

**Responsibility:** Engineer for Maintenance  
State Building Board

- 17. Selects the architect to design the new buildings, modifications to buildings, or plot plans as needed. (Final plans are subject to approval by the Department of Transportation.)

**Responsibility:** State Building Board

- 18. Exercises or waives option for second public hearing; advertises and conducts second public hearing, if needed.
- 19. Advertises for bids after hearing is completed.
- 20. After bids are opened, submits abstract of bids to Department of Transportation for review and rejection or approval of the bids.

**Responsibility:** Engineer for Maintenance

- 21. Notifies the Building Board of approval or rejection of bids.

**Responsibility:** State Building Board

- 22. For approved bids, awards contract and supervises construction.

**Responsibility:** Engineer for Maintenance

- 23. If any changes or change orders are deemed necessary, refers the request for changes

to the project supervisor assigned by the Building Board.

**Responsibility:** State Building Board

24. Submits change orders to the Engineer for Maintenance for approval or disapproval.

**Responsibility:** Engineer for Maintenance

25. Approves or disapproves and authorizes transfer of additional funds if necessary.

**Responsibility:** State Building Board  
Region Director or Division Head  
Engineer for Maintenance

26. Conducts final inspection along with State Building Board, Region Director or Division Head.

**Responsibility:** Contractor

27. Upon completion of construction, furnishes the Department of Transportation (through the Building Board) “as-constructed” plans, keys, warranties, and bonds (on roofing, etc.), itemized parts list, and manufacturer’s name for equipment installed in the building.

**Responsibility:** Region Director or Division Head

28. After taking possession of the building, refers any deficiencies, malfunctions or failure of equipment to the Engineer for Maintenance.

**Responsibility:** Engineer for Maintenance

29. Coordinates with the Building Board to insure that follow-up action is taken to have the contractor make the necessary repairs.



**Responsibility:** Maintenance Methods Engineer

30. Reviews monthly record and notes those AFE's that are critical (projects approaching completion or are within approximately two months of overrunning approved amount); reviews work progress with Region; makes recommendations for terminating AFE, changing scope of the project, or increasing the approved amount.

**Responsibility:** Region Director or Division Head

31. Submits to Engineer for Maintenance statement outlining overruns/underruns exceeding 10% or \$500.00 authorized amount, whichever is greater, on work performed by State forces.

**Responsibility:** Maintenance Methods Engineer

32. Prepares Notice of Termination of AFE.

**Responsibility:** Engineer for Maintenance

33. Signs "Notice of Termination" and submits it to Comptroller.

**Responsibility:** Comptroller

34. Reviews project records and publishes notice of tentative closing date. If no requests are received to keep project open, the AFE is terminated. Prepares final accounting and retires project records in accordance with State law.

**Responsibility:** Region Director or Division Head  
Maintenance Methods Engineer

35. Along with Maintenance Methods Engineer, maintains continuous record of expended amounts and balance of authorized amount throughout each fiscal year.

**Responsibility:** Engineer for Maintenance

36. Advises Controller and Assistant Director quarterly of the progress of each authority.